

USAREUR CENTRAL REGISTRY (PROV)
513th INTELLIGENCE CORPS GROUP
APO 154 US FORCES

AEJMO-CR

30 July 1962

USAREUR CENTRAL REGISTRY
STANDING OPERATING PROCEDURES NUMBER 1 (U)
(SHORT TITLE CR-SOP-1(U))

1. (U) Purpose: To describe the functions of the USAREUR Central Registry (CR) and prescribe the procedures relating to the operation thereof.

2. (U) References:

a. Army Regulations:

- (1) AR 345-15
- (2) AR 345-20
- (3) AR 345-274
- (4) AR 380-22
- (5) AR 381-45
- (6) AR 381-117

b. USAREUR Circulars:

- (1) USAREUR Circular 380-5
- (2) USAREUR Circular 380-6
- (3) USAREUR Circular 380-50
- (4) USAREUR Circular 604-5
- (5) USAREUR Circular 380-91
- (6) USAREUR Circular 635-350
- (7) USAREUR Circular 680-30

c. Headquarters USAREUR Letters.

- (1) Letter, AEAGB-S(PSS), Headquarters USAREUR, 16 June 1961,

subject: Central Registry Checks by French Liaison Officer (U) (clas).

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DOD DIR 5200.10

*Army review
completed*

AEIMO-CR

Approved For Release 2002/05/20 : CIA-RDP80B01139A000500060010-2

SUBJECT: USAREUR Central Registry

30 July 1962

(2) Letter, AEAGB-S(DS), Headquarters USAREUR, 25 January 1962
subject: Central Registry Checks by British Intelligence Service (BIS) (U)(clas).

(3) Letter, AEAGB-S(DS), Headquarters USAREUR, subject: Release
of Classified Information to Austrian Army Intelligence Service (U)(clas)(to be
published).

(4) Letter, AEAGB-S(PSINV), Headquarters USAREUR, subject: Letter
of Instructions USAREUR Central Registry (U)(clas) 14 May 1962.

d. Other Documents:

(1) Document, Department of the Army Policy for Disclosure of
Classified Military Information to Foreign Governments (U), Short Title:
DA-DCMI(A) (u)(clas).

(2) USAREUR Intelligence Collection Directive.

e. 513th INTC Procedures:

(1) Administrative Procedures Number 15(U), Headquarters, 513th
INTC Group, 5 June 1961.

(2) Letter, AEUMO-S2, 23 April 1962, subject: Changes to pro-
cedures for Safeguarding Military Information.

(3) Memorandum Nr. 380-50-1, 24 May 1962, Headquarters 513th INTC
Group.

3. (U) Scope: This directive includes procedures for:

- a. Operation of the Microfilm Library.
- b. Marriage Requests.
- c. Intelligence requests.
- d. Post requests.
- e. Consulate requests.
- f. German requests.

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CR-SOP-1(U)

Approved For Release 2002/05/20 : CIA-RDP80B01139A000500060010-2

- g. Central Personality Index Operations.
- h. Analysis of Information.
- i. Impersonal Index Operations.
- j. TOP SECRET, SECRET and SENSITIVE CONTROL.
- k. Retirement, Microfilming and Shipping.
- l. Files and Service.

4. (U) Organization:

a. USAREUR Central Registry (CR): The repository for intelligence files and information, primarily counterintelligence, concerning pertinent personal or impersonal subjects coming to the operational attention of USAREUR intelligence units. CR consists of three branches.

(1) File Research Branch (FR): A branch of CR which receives the results of file checks and performs research on the "hits" of requests from US agencies and authorized agencies of foreign governments. FR furnishes complete, accurate and properly evaluated summaries of information (SOI) from the files of CR. FR consists of six sub sections.

- (a) Microfilm Library (See Annex "A")
- (b) Marriage Processing (See Annex "B")
- (c) Intelligence Desk (See Annex "C")
- (d) Post Desk (See Annex "D")
- (e) German Screening Desk (See Annex "F")

(2) File Maintenance Branch (FM): A branch of CR which processes all requests for Central Registry checks and refers their results to FR for research. This branch administers the files of CR by: opening dossiers, carding (personal and impersonal subjects), strengthening index cards, combining doubles

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CR-SOP-1(U)

AEUMO-CR

Approved For Release 2002/05/20 : CIA-RDP80B01139A000500060010-2

30 July 1962

SUBJECT: USAREUR Central Registry

and analyzing information received to determine its retention value. FM consists of two sub sections.

(a) Central Personality Index Section (See Annex "G")

(b) Analysis and Impersonals Section (See Annex "H")

(3) File Control Branch (FC): A branch of CR which maintains and safeguards TOP SECRET, SECRET and SENSITIVE information. FC screens, microfilms, retires and ships all "closed case" intelligence files to the United States Army Counterintelligence Records Facility (USACRF) at Fort Holabird, Maryland. FC consists of three sub sections.

(a) TOP SECRET, SECRET and SENSITIVE Control Section (See Annex I)

(b) Retirement, Microfilming and Shipping Section (See Annex J)

(c) Files and Service Section (See Annex K)

5. (U) Policy: These procedures apply to the following listed USAREUR intelligence units and appropriate divisions of DCSI, USAREUR insofar as their contributions to and service derived from CR are concerned:

- a. 66th INTC Group
- b. 513th INTC Group
- c. 163rd MI Bn
- d. 766th MI Bn

6. (U) Procedures:

a. A dossier opening may be requested by any unit listed in paragraph 5, or may be initiated by CR. This constitutes the opening of a file and is not to be confused with case opening or case control numbers. Control numbers are NOT assigned to ANY cases by CR.

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CR-SCP-1(U)

Approved For Release 2002/05/20 : CIA-RDP80B01139A000500060010-2

30 JULY 1962

SUBJECT: ~~USAREUR Central Registry~~ Approved For Release 2002/05/20 : CIA-RDP80B01139A000500060010-2

(1) Case officers physically located adjacent to CR will submit material for opening attached to a completed AEUM Form 168 (Operational Worksheet), with identifying data typed in as indicated on the form. In those cases where DOB and/or POB are not known positive identifying data such as an Army serial number may be utilized. In the case of an impersonal opening, identifying data is limited to title of dossier. If it is desired that the dossier be returned to the interested case officer, AEUM Form 172 (Dossier Control Card) should be attached to the opening request. If priority handling is necessary, the opening request with forms indicated herein, may be hand carried by the case officer or his representative to CPI for file check of subject and then to Analysis and Impersonal Section (A & I) for immediate opening action.

(2) Case officers of intelligence units located away from CR will submit information for intergration into CR and/or dossier opening requests through their parent operations division by using a letter of transmittal in lieu of the forms mentioned above, until such time as a USAREUR form is devised by CR for field use by all intelligence units.

b. Preparing documents for Submission to CR: Generally, the governing precept for intergration of material into CR encompasses information concerning any pertinent personal or impersonal subject coming to operational attention of USAREUR intelligence units, including counterintelligence, collection and source leads and development efforts. Case officers at the headquarters level will screen all material destined for CR and forward only that information which will be of sufficient positive, lasting value to the USAREUR intelligence effort to warrant retention in CR (See LOI, USAREUR Central Registry, dated 14 May 1962).

(1) Material for either dossier opening or integration should be forwarded in one legible copy to A&I section. Thermo-Fax reproductions cannot

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CR-SOP-1(U)

AEUMO-CR

Approved For Release 2002/05/20 : CIA-RDP80B01139A000500060010-2

30 July 1962

SUBJECT: USAREUR Central Registry

be accepted because they deteriorate with time and generally do not microfilm legibly. A xerox copy is acceptable.

(2) Each document must be scrutinized by a case officer and only those pertinent personal and impersonal subjects indicated for indexing in CR. Personalities will be underlined with red pencil; impersonal subjects with blue pencil. On a personality, only the name, DOB, POB, residence and occupation will be underlined. On an impersonal subject underline only the title or name which will be entered on the impersonal index tab.

(3) Case officers located adjacent to CR:

(a) Will utilize AEUM Form 168 to submit all documents to be integrated into CR which require special disposition, sensitive control or any action on the part of CR necessitating special instructions in the remarks section of this form.

(b) Material to be integrated without special instruction may be submitted to CR after underlining has been performed by the case officer on DD Form 94 or 95. If the title or subject of the material intended for file is the same as the subject of the dossier in which it is to be filed, the case officer should print the dossier number, complete with proper prefix, in the upper right hand corner of the top page of the document. However, if the title or subject of the material intended for file is different than the subject of the dossier in which it is to be filed, AEUM Form 168 must be completed and attached.

(4) Case officers of intelligence units located away from CR will adhere to the same procedure as outlined in sub-paragraph (3) above, except that letter of transmittal will be used in lieu of AEUM Form 168.

c. Reproduction of Dossiers: Because of time, labor, expense, as well as security considerations, reproduction of dossiers or portions thereof will

MEMO-CR

Approved For Release 2002/05/20 : CIA-RDP80B01139A000500060010-2

SUBJECT: USAREUR Central Registry

30 July 1962

be kept to a minimum.

(1) Any request for dossier reproduction should be forwarded through parent operations division to CR: ATTN: Microfilm Library, to determine if dossier is on microfilm or paper. Wherever possible only portions of dossiers should be requested, and these portions clearly identified. The following types of reproductions are available and should be clearly indicated:

- (a) Microfilm strip or reel
- (b) Thermo-Fax copy
- (c) Photo prints
- (d) Xerox copy

(2) Case officers located adjacent to CR will first contact the Microfilm Librarian to determine if dossier is on microfilm or paper.

(a) If the dossier is on microfilm that portion of the reel to be reproduced must be bracketed with grease pencil and paper clips and placed on two spools by the case officer or his representative. The Microfilm Librarian will then prepare DA Form 11-161 (Photography Work Order), which the requestor signs and indicates priority and type of reproduction desired. The completed reproduction will be returned to the Librarian who will notify the requestor.

(b) If the dossier or any portion of it is on paper, the request will be submitted to the Files Control Branch, where a DD Form 96 (Request for Reproduction) will be prepared by the Control Clerk in FC. The requestor will be notified when to pick up reproductions.

d. Withdrawing and Accounting for CR Dossiers:

(1) No CR "record copy" of a dossier will be removed from CR without specific approval of the Chief, CR. Reproductions may be issued from CR as prescribed in paragraph c above.

FOR OFFICIAL USE ONLY

CR-SOP-1(U)

Approved For Release 2002/05/20 : CIA-RDP80B01139A000500060010-2

SUBJECT: USAREUR Central Registry

(2) Case officers located in the same building with CR may check dossiers out of CR for their use within the building (See Annexes "I" and "K").

(3) Case officers located away from CR will submit request for "record copy" dossiers by letter (See Annexes "I" and "K").

e. Central Registry Checks on Personal Subjects: These requests for information from CR files fall in two principle categories: routine and priority:

(1) Routine

(a) Those originating from a US military unit or an adjunct to a military unit will be submitted on AE Form 415 (Request for Central Registry Check) in duplicate, which must be completed in full as indicated thereon. Non-military requestors may utilize a reasonable facsimile of AE Form 415 as long as two copies are submitted and the following information is included: Name of requesting unit, full name, date and place of birth of the subject, reason for request, any known derogatory information.

(b) Those requests being handcarried by a representative of an authorized user of CR and being submitted to CR for only a file check of the indices, may be submitted on AE Form 415 or AEUM Form 188 (R) in one copy.

(2) Priority requests

(a) Those which emanate outside the building housing CR will be submitted by electrical message, including pertinent data required in subparagraph (1)(a) above. No more than ten (10) subjects will be included in any one electrical message. All names will be arranged in alphabetical order.

(b) A Priority Service Desk is established in CFI for requestors who may personally visit CR and who desire an immediate file check of the indices. One copy of AE Form 415 or AEUM Form 188 (R) may be used. If priority is urgent a CFI Check may be performed while the requestor waits; in which case the request

FOR OFFICIAL USE ONLY CR-SOP-1(U)

AEUMO-CR

Approved For Release 2002/05/20 : CIA-RDP80B01139A000500060010-2

30 July 1962

SUBJECT: USAREUR Central Registry

may be submitted in any form and in groups of no more than five names. More than five names cannot be processed immediately without coordination with the Chief, CPI.

f. Central Registry Checks on Impersonal Subjects: These requests will be handled in the same manner as personal subjects. It is more essential that as much identification as possible be submitted re impersonal subjects: variations in spelling and translations should be included.

(1) Priority Requests handled personally by requestors will be referred to the Chief, A & I Section.

g. Release of Information from CR: Generally the results of CR checks are prepared and released by Case Officer or NCO's within FR. However, visiting Case Officers authorized to perform their own checks and release information will do so in accordance with USAREUR Circular 380-50 and Memorandum No 380-50-1, Headquarters, 513th INTC Group, dated 24 May 1962.

7. (U) Regraded FOR OFFICIAL USE ONLY when separated from classified inclosures.

11 Incl

ANNEXES A - K

BUFORD E.
Major, AI (Inf)
Commanding

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CR-SQP-1(U)

Approved For Release 2002/05/20 : CIA-RDP80B01139A000500060010-2